

VERIFICATION FOR LEVEL 1 LICENSE RENEWAL

Mail to:
Educator Licensing
250 East 500 South
P O Box 144200
Salt Lake City, UT 84114-4200

Mail this completed form, along with a check for the appropriate fee* after January 1st of the license renewal year but before May 30th of the year of expiration There is a 30 day processing time. Incomplete forms will be returned to you. **(DO NOT use this form to renew your license if you have three years of successful teaching experience in a Utah public or accredited private school since the issuance of your license. Contact your district personnel office to see if you qualify for the Level 2 License.)**

Applicant's Name:	License Expiration Date:
Mailing Address:	E-mail:
Daytime Phone:	SS# or CACTUS ID#:

I certify that I have completed the following educator work experience:

School:	District:	Year:
School:	District:	Year:
School:	District:	Year:

and/or the Professional Development Requirements for License Level 1 renewal.

Number of professional development points completed for license renewal:	
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(Between work experience points and Professional Development points, you must have 100 points.)

1. Have you ever been investigated for educator misconduct? ☐ Yes ☐ No
2. Has there been discipline taken against your license? ☐ Yes ☐ No
3. Has your license been revoked or suspended? ☐ Yes ☐ No

All information on this form is correct. I understand that my Utah license will be revoked if any information on this application is false.

Applicant's Signature:	Date:
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My signature verifies this educator's years of work experience and professional development points:
(Verification signature.**)

Signature**

Date

Printed Name with your CACTUS ID or Social Security #**

School District

*See website at www.schools.utah.gov and click on Educator Licensing and then fees.

**If an administrator, supervisor or practicing Level 2 educator is not available to verify your professional development points and sign this form, please attach all renewal documents before mailing.

Faxed copies are not accepted.

3/2006